

**WEST VIRGINIA**

Division of Personnel  
 1900 Kanawha Blvd. East, Building 3 Suite 500  
 Charleston, WV 25305

<http://www.personnel.wv.gov>

**invites applications for the position of:  
 Homeland Security Grant Manager**

*An Equal Opportunity Employer*

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**SALARY:** \$59,000.00 - \$69,000.00 Annually  
**DEPARTMENT:** DHS - Division of Emergency Management  
**OPENING DATE:** 04/25/22  
**NATURE OF WORK:**

Performs complex and critical professional and supervisory work in the role of the State Hazard Mitigation Officer (SHMO) of the West Virginia Emergency Management Division (WVEMD). Responsible for developing, planning, coordinating and evaluating the statewide Hazard Mitigation Assistance (HMA) Program and serving as the primary point of contact (POC) with the Federal Emergency Management Agency (FEMA) on the hazard mitigation assistant grant program in the state. Hazard mitigation includes any action taken to reduce or eliminate long-term risk to people and property from future disasters. Plans, coordinates and evaluates the work of HMA Project Officers and HMA Planners and other staff. Assists in the development of request for major disaster declaration by the President. Provides consultative services and technical assistance to grantees, state and local agencies and community organizations and the public in damage assessment, determines funding amounts and priorities, determines sources of funding for non-federal match, and monitors progress of projects and ensures compliance with federal and state guidelines. Oversees the disaster grant cycle process to include project scoping, project development, project submission, project review, project award/obligation, project implementation/monitoring and award closeout. Coordinates with agency fiscal staff the receipt and processing of disaster grant execution rates by sub-grantees and sub-grantee requests for reimbursement. Oversees the completion and submission of all disaster grant related paperwork. Coordinates and conducts sub-grantee field assistance visits and audits. Assists regional coordinators in all disaster grant related matters. Assists in the preparation and release of disaster grant program information to the media and general public. Delivers technical and professional mitigation training and technical assistance to local community personnel. Performs other work as assigned.

0606PE0597  
 Kanawha County

**EXAMPLES OF WORK:**

**MINIMUM QUALIFICATIONS:**

**Training:** Bachelor's degree from an accredited four-year college or university.

**Experience:** Six years of full-time or equivalent part-time paid professional experience in grants

development or grants administration, program planning, project administration or criminal justice, including two years in a supervisory capacity.

**Substitution:** A master's degree from an accredited college or university may substitute for one year of the required non-supervisory experience.

**Special Requirement:** This is a security sensitive position. Applicants must successfully complete a background investigation as a condition of employment.

## **OTHER INFORMATION:**

Email applications to Melanie Thomas at [Melanie.K.Thomas@wv.gov](mailto:Melanie.K.Thomas@wv.gov) or  
Mail to Melanie Thomas at  
WV Emergency Management Division  
2403 Fairlawn Avenue  
Dunbar, WV 25064

Please include posting number **EMD2200012** on application.

**Please note: Applications of covered state employees mailed to DOP or completed via DOP's online method, are not forwarded.**